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D-R-A-F-T

MEMORANDUM FOR: Deputy Director (Intelligence)
Deputy Director (Plans)
Deputy Director (Support)

SUBJECT: Foreign Language Resources Program

I send you herewith description of a Foreign Language Resources Program that I hereby initiate, and copy of an announcement of the program to be distributed to all employees.

The Director of Training will announce policies, standards and procedures for conduct of the parts of this program for which he is responsible.

ALLEN W. DULLES
Director

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THE FOREIGN LANGUAGE RESOURCES PROGRAM

For effective fulfillment of its current responsibilities, the Central Intelligence Agency requires increasingly greater numbers of staff employees who possess operational proficiency in one or more foreign languages. Unforseeable future responsibilities placed upon the Agency could greatly increase the numbers of persons with language proficiency and the numbers of languages needed to carry out its mission. In order to ensure that identifiable and current requirements for language competences are met, and to encourage development of a reserve of language resources to meet unforseeable, future needs for language competences, I am directing establishment of a Foreign Language Resources Program.

This program includes:

- a. provision of a development program to encourage individual contribution to development of the language resources of the Agency.
- b. development and maintenance of an inventory of Agency language resources based on performance in CIA foreign language proficiency tests, for use by Agency components to meet current and future language requirements and needs.
- c. reiteration of the command responsibility of Deputy Directors to determine requirements for language competences for effective fulfillment of their responsibilities, and to ensure those competences in positions requiring them.

Each of the major aspects of this program is described below.

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A. FOREIGN LANGUAGE RESOURCES DEVELOPMENT PROGRAM

This program aims to develop a reserve of language competence in usual and unusual languages for unforeseeable needs anywhere within the Agency. This is to be done by encouraging individual preservation of existing resources and development of additional competences.

The Program consists of providing opportunity to all staff employees, and awards to Career Staff employees, for individual effort to develop and/or maintain varying defined levels of operational proficiency in selected foreign languages during employment by CIA since September 18, 1947. Eligibility for awards is not affected by (a) grade or position, (b) proficiency acquired voluntarily or to meet requirements for a given assignment, (c) when proficiency was acquired during CIA employment, or (d) whether training was financed by the Agency or personally. Awards may be authorized semi-annually and annually based upon performance in a CIA foreign language proficiency test. They will range from \$200 - \$800 a year.

Recognizing that acquisition of minimum to full "operational proficiency" normally requires the equivalent of from 5 months (easier languages, minimum) to 3 years (difficult languages, full) of full-time training, the following two aids are authorized:

(1) Any staff employee may request approval to take advantage of the Agency's language training program and supervisors are encouraged to permit employees reasonable opportunity to participate in the program.

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(2) A small number of Career Staff employees may be selected from throughout the Agency, on a basis of exceptional qualifications, in terms of aptitude, interest, motivation and previous professional performance, for intensive training of from 6-24 months' duration in the more difficult as well as the more unusual languages, and in designated short-supply languages.

This program will be administered by the Director of Training. He will develop and announce policies and procedures, languages and standards of performance to be recognized, and schedules of awards. He will provide scheduled qualifying tests. He will determine criteria for selection of exceptionally qualified persons to be trained as language officers, and designate languages for which official training may be authorized. He will assemble and compile data for a language specialists' roster, and transmit reports of proficiency ratings to the Director of Personnel.

B. INVENTORY OF CIA FOREIGN LANGUAGE RESOURCES

An inventory of CIA foreign language resources of staff employees will be established and maintained current. Sources of information will include records of individual performance in CIA foreign language proficiency tests.

The DTR will develop and administer foreign language proficiency tests, as a basis for the inventory.

The Director of Personnel will maintain records of foreign language proficiency test results, along with other employee qualification data,

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for the information of all Agency components to use in meeting their needs.

C. COMMAND RESPONSIBILITY OF DEPUTY DIRECTORS

Deputy Directors will:

- a. determine on a continuing basis current and projected requirements for language competences of staff employees in all missions, functions, and activities with which they are charged.
- b. assure progressive attainment and maintenance of required language competences of such employees.
- c. encourage voluntary development of language competences of all staff employees as a contribution to the reserve resources of the Agency.

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NOTICE
NO.

DATE

Announcement
of a
FOREIGN LANGUAGE RESOURCES DEVELOPMENT PROGRAM

Recognizing that the Agency requires increasingly greater numbers of employees with operational proficiency in one or more foreign languages for effective fulfillment of its current responsibilities, and that future responsibilities may greatly increase Agency need, I am authorizing establishment of a Foreign Language Resources Development Program. This Program is being initiated with a view to progressive development of a reserve of Agency employees capable of undertaking current or future assignments in which operational proficiency in a foreign language is essential or desirable.

FOREIGN LANGUAGE RESOURCES DEVELOPMENT PROGRAM

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ALLEN W. DULLES
Director

Distribution: All Staff Employees

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